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Committee for Programme and Coordination
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Item 2 of the provisional agenda*
Adoption of the agenda and organization of work

Current notional costs of documentation and meeting services; utilization of conference-servicing resources

Note by the Secretariat**

In accordance with General Assembly resolutions 32/71 and 50/206 C, the Secretariat is submitting herewith for the attention of the Committee for Programme and Coordination the current notional costs of documentation and meeting services. In addition, statistics are provided on the utilization of conference-servicing resources by the Committee during its forty-first session, at its organizational session on 2 May 2001 and at its substantive session, from 11 June to 6 July 2001.

Current notional costs of documentation and meeting services

		United States dollars
1.	One page of documentation in six languages	1 069
2.	One hour of meeting time with interpretation in six languages and support services	1 875
3.	One hour of meeting time with interpretation in six languages, support services and summary records in three languages	3 370
4.	One hour of meeting time with interpretation in six languages, support services and summary records in six languages	4 688
5.	One hour of meeting time with interpretation in six languages, support services and verbatim records in six languages	7 876

* E/AC.51/2002/1.

** Updating the notional costs of conference services resulted in the delayed submission of the present document.

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Utilization of conference-servicing resources by the Committee for Programme and Coordination during its forty-first session in 2001

Dates	*A*	*B*	*C*	*D*	*E*	*F*	*MR*	*PAF*	*UF*	*Minutes*
Organizational session 2 May 2001	2	0	1	1	0	2.25	50%	50%	10	145
11-15 June	10	0	2	8	2	9.55	80%	80%	67	595
18-22 June	15	0	1	14	0	3.55	93%	93%	85	235
25-29 June	15	2	1	15	0	5.45	100%	80%	83	345
2-6 July	17	0	0	17	0	6.40	100%	100%	87	400
Total	**57**	**2**	**4**	**55**	**2**	**26.15**	**96%**	**89%**	**82**	**1 575**

A — Number of meetings planned by a given organ at a scheduled session;
B — Number of additional meetings held during the session;
C — Number of meetings cancelled during the session;
D — Number of meetings actually held;
E — Number of unrelated reassignments;
F — Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e. g., 5.25 = 5 hours and 25 minutes);
MR — Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);
PAF — Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);
UF — Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.